



SUCCESSFUL RECRUITMENT, SELECTION AND ON-BOARDING WORKSHOP

Who should attend: Team Leaders and Managers.

Effective recruitment, selection and onboarding are key focus areas for an organisation when creating a great workforce. With the right procedures and tools, managers and team leaders can support the business to be its most productive, and in turn, create positive outcomes for clients.

Finding the right people, however, can be one of an organisation's greatest challenges. This workshop will provide strategies and creative ideas about hiring the right people for your workplace; best practice policies and procedures for selecting long term successful employees and superior onboarding approaches that will assist your new hires to connect well with your organisation and invest in the future of your organisation.

Topics covered

- *Recruitment strategies: planned and creative approaches*
- *Selection practices, including sound policies and procedures*
- *Onboarding techniques and ideas that set you apart, and engage new hires sooner and for longer*
- *Gap analyses of the three areas of good hiring and strategic plans that can be implemented without delay in the workplace*

All participants will receive a workbook, handouts, an action plan and a Certificate of Attendance.

Learning outcomes

By the end of this training session attendees will have gained an understanding of success factors in recruitment, selection and onboarding and will workshop implementation plans to return with to the workplace.

Date: Thursday 11 May 2017

Time: 9.30am to 12.30pm

Venue: Pinnacle HR, 33 Hutt Street, Adelaide. Level 1 (No lift access)

Cost: **Standard Fee:** \$210.00 (GST inclusive) per person

Members Discount: \$180.00 (GST inclusive) per person

If you require further clarification please contact Barb Bacciarelli on 8232 2820 or training@pinnaclehr.com.au



To register for training please complete the information below.

Then fax this form to Pinnacle HR on 8224 0107 or email to training@pinnaclehr.com.au

(PLEASE PRINT)

Name of Participant(s)

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Organisation

.....

Address

.....

Phone

Fax

Email

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Successful Recruitment, Selection and On- Boarding Workshop
9.30am to 12.30pm Thursday 11.05.2017

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Date: Thursday 11.05.2017;

Time: 9.30am to 12.30pm

Parking: Is available in the public car park in Wakefield St or Flinders St..

TERMS AND CONDITIONS

- Telephone bookings will not be accepted. Payment must be received to confirm your place
- Payment must be received 5 working days before the commencement of the training.

PAYMENT - Payment can be made via cheque made out to Pinnacle HR Inc or directly credited to National Australia Bank, BSB: 085-042, Account: 639-858-737 or VISA / MasterCard:

Card Number

Expiry Date /

Card Holders Name:

Email Address for Sending Payment Confirmation:

CANCELLATION TERMS AND CONDITIONS

Please note cancellation terms and conditions attached.

Client Cancellation Policy:

1. All cancellations must be notified in writing to training@pinnaclehr.com.au Registrations for Training may be cancelled up to five (5) working days prior to the Training date and participants will receive a full refund.
2. Registrations for Training which are cancelled with less than five (5) working days notice prior to the Training date will not receive a refund.
3. Where a participant does not attend the full training fee will be charged.
4. Where the participant cannot attend they may arrange for an alternative employee to attend by giving not less than two (2) working days notice.
5. Payment must be made not less than five (5) days prior to commencement of the Training.